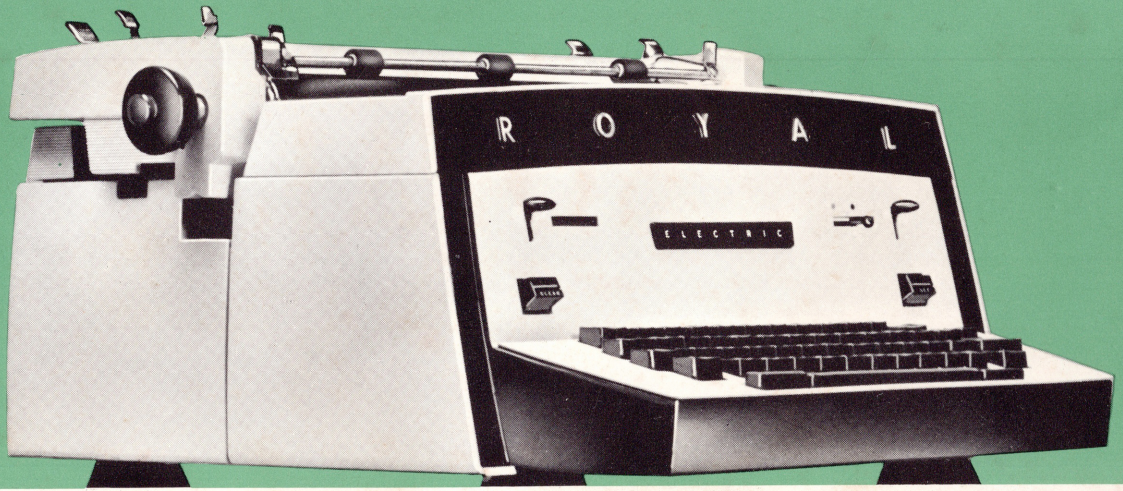
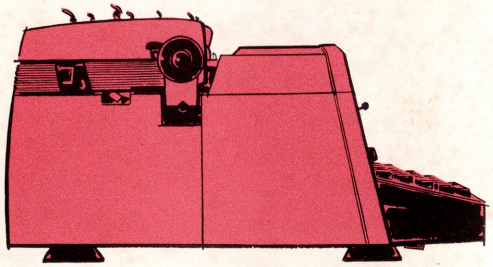
your new

ROYAL ELECTRIC



your new ROYAL ELECTRIC

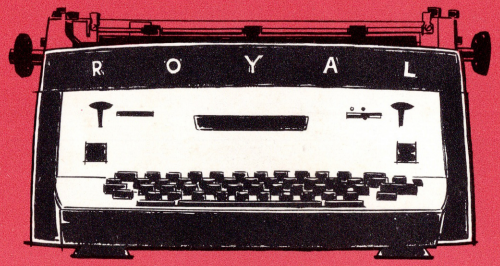


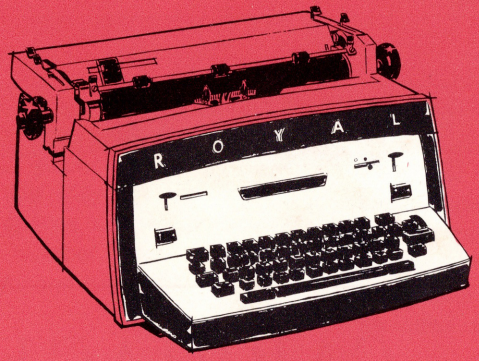
Greetings from the newest member of the Royal Family of Typewriters.

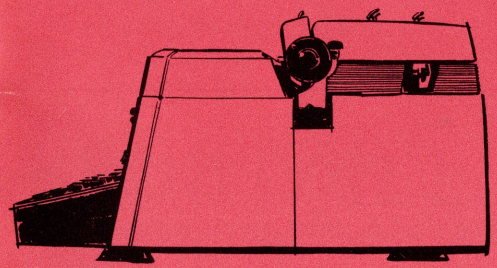
We are confident your new Royal Electric will bring you new typing ease and efficiency for it is the result of a half century of manufacturing that has already produced over 10,000,000 typewriters.

In these pages you'll become acquainted with the new features and operating controls of your machine. You'll want to read this booklet thoroughly and keep it handy for ready reference.

You rated a new Royal Electric. Now, in all respects, the Royal Electric stands ready to return that compliment.







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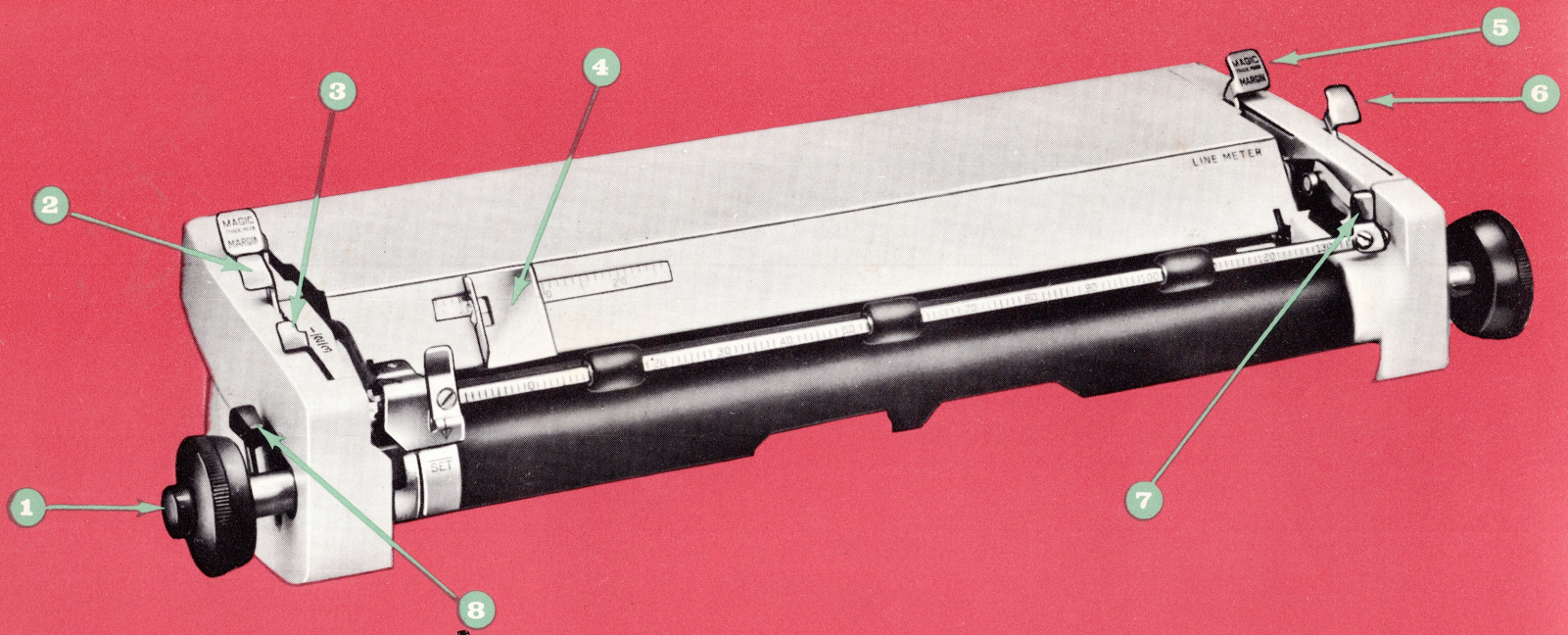
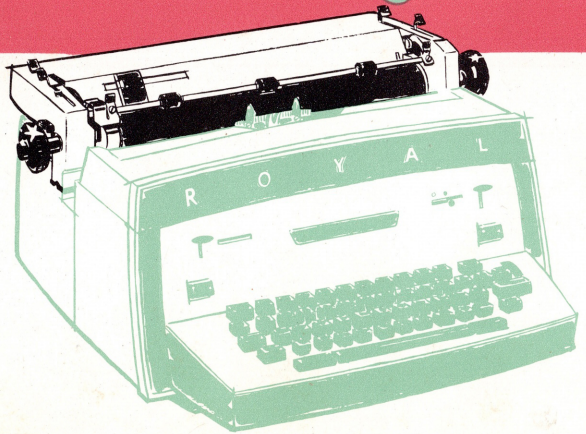




your CARRIAGE CONTROLS

Easy operation and convenient location are the characteristics of all carriage controls on your new Royal.

1 VARIABLE LINE SPACER

To make a **permanent change** in line spacing, press in the Variable Line Spacer button while turning the cylinder knob. Locate the work exactly where you want it by aligning it with the edge of the Writing Line Scale. Release the button and the spacing is permanently changed to the new set-up. This feature is particularly useful for adjusting the writing line on ruled forms or making corrections and fill-ins on copy which is reinserted in the typewriter.

2 LINE FINDER

To make a **temporary change** in any single writing line without losing your original spacing, pull the Line Finder forward and rotate the paper to the desired position, then type. To return to the original line, move the Line Finder lever back and rotate the cylinder to the "click" position. This automatically aligns your writing line. You'll want to use this control for typing Exponents (A^2B^2), Subscripts (H_2O), Degree (45°) etc.

3 LINE SPACE SELECTOR

Once you have depressed the return key and the carriage has been returned to the left margin, your paper is automatically spaced for the next line of typing. You may set the desired distance between lines at 1, 2 or 3 spaces simply by moving the Line Space Selector to the desired number. If you rotate the cylinder by hand, each "click" represents one full line of spacing.

4 PAPER GUIDE

Inserting the paper with left edge squarely against this guide assures accurate paper feed. It should be set at zero for most typing.

5 MAGIC MARGIN

Easiest known method of setting margins. To set the left margin, simply pull forward the left margin lever, move the carriage to the desired spot and then release the margin lever. The right margin works the same easy way.

The two-tone chime warns you that you have about six spaces left before reaching your right margin.

To type past your margin without removing it, simply depress the Margin Release Key. Notice on your Royal Electric how the keyboard locks when you've reached your right margin. This prevents the over-printing of type characters and also eliminates the possibility of typing an unwanted character while the carriage is being returned.

6 PAPER RELEASE

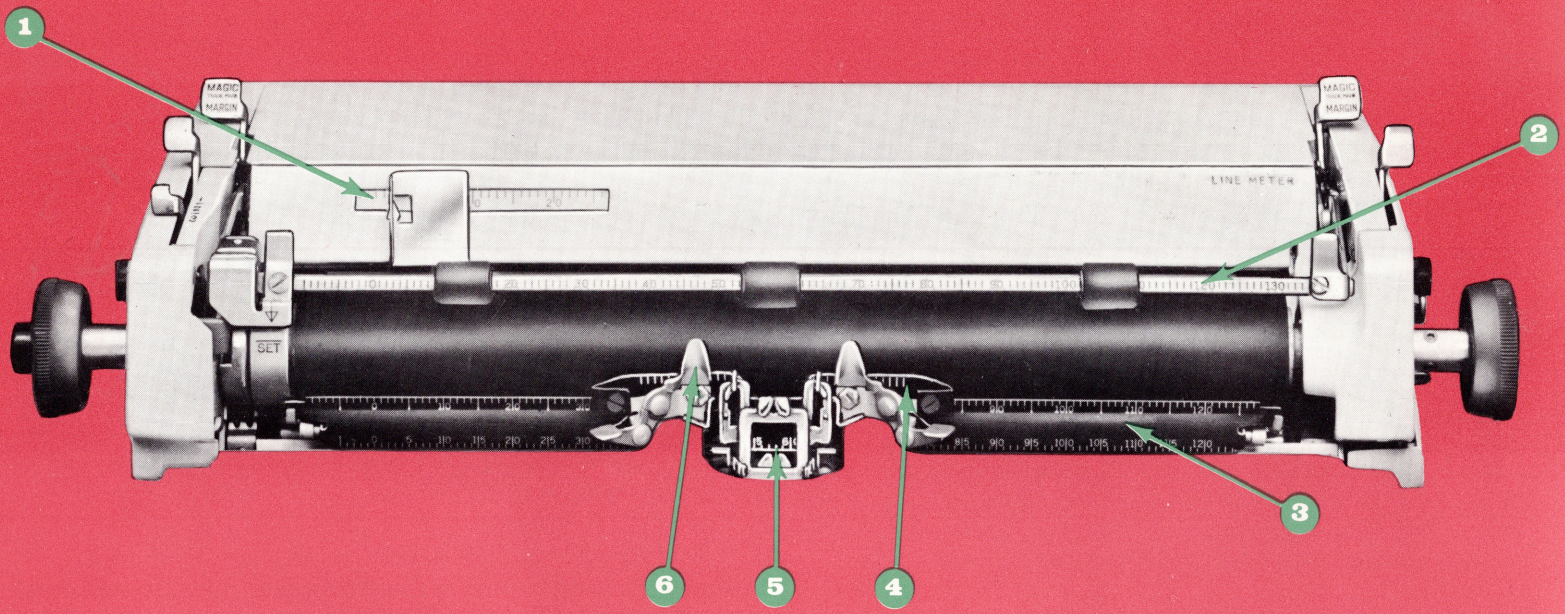
Move this lever forward to free the paper for easy adjustment or removal.

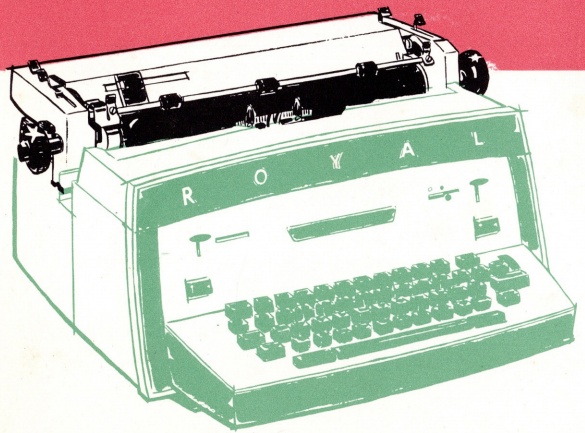
7 AUTOMATIC PAPER LOCK

Notice how the paper rollers contact the paper and then roll up, ironing the paper flat against the cylinder. This eliminates paper bulges and subdues type strike noise. The Paper Lock is also invaluable for the proper feeding of small typing material, such as index cards or labels.

8 CARRIAGE RELEASE

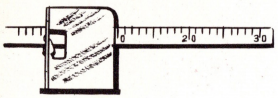
Move either of these controls forward to release the carriage so it may be moved by hand.





uniform SCALES

On your Royal there is no wrong scale to use for all are uniform. They all have zero at exactly the same place and all are marked **in typewriter spacing.** You'll benefit daily from this designed uniformity.



1 PAPER GUIDE SCALE

Allows you to position the guide accurately so that the left edge of the sheet will be positioned exactly where you want it. For most typing jobs, you'll find it most convenient to set the guide at zero.

2 AUTOMATIC PAPER LOCK SCALE

A convenient copy locator while you are typing. By raising the paper lock, you can determine the position of margins and tab columns in the upper portion of a sheet without rolling the copy through the typewriter. Ideal when dealing with a carbon pack. Also helpful in determining the margins and tab positions of work which is to be copied. Simply place the typewritten material under the paper lock with the left edge of the paper at zero and note margins and tab positions.

3 CYLINDER SCALE

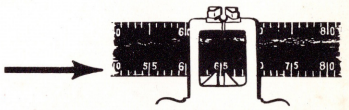
This scale is in direct contact with your sheet, and is your most accurate indicator of paper edge, margins, or tab positions.

4 WRITING LINE SCALE

This scale is used to properly align typewritten material reinserted in the typewriter for corrections or fill-ins. The bottom of most characters should just touch the top of the scale and each character should be centered over a scale mark. Letters such as the "l", "v" or "i" are ideal for this purpose.

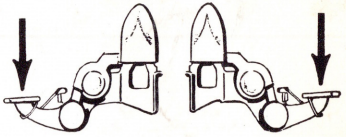
5 PRINTING POINT SCALE

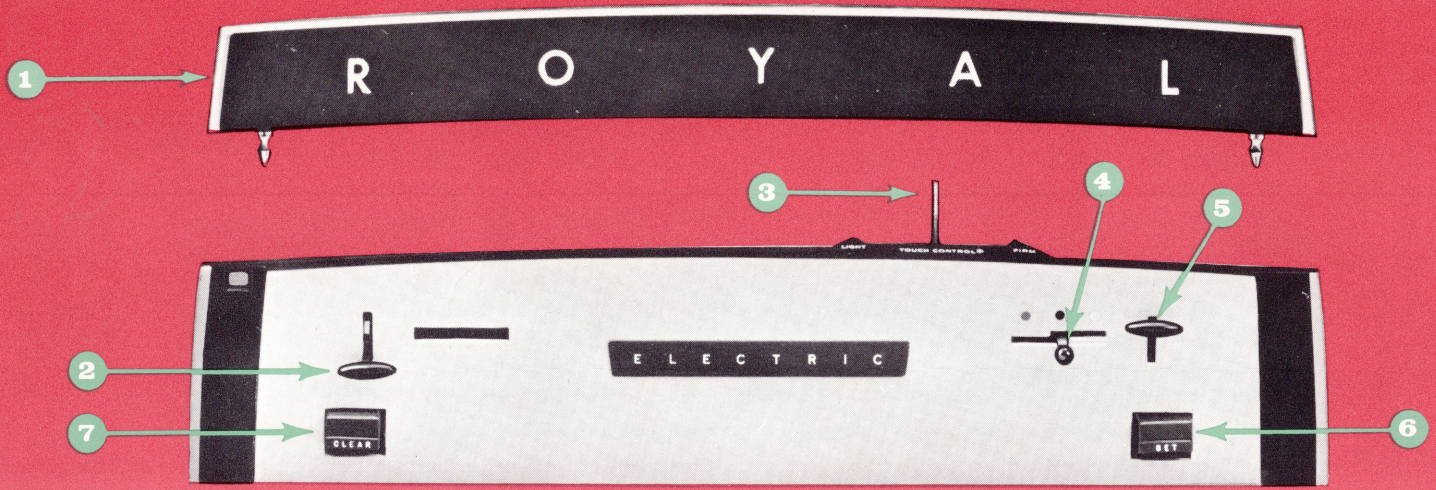
Read this scale at the Printing Point Indicator to determine where any given character will print. Because this scale is uniform with all other scales on your typewriter, you can use it to determine margins and tab positions and also to find the center of your page. (See Typing Tips page 17.)

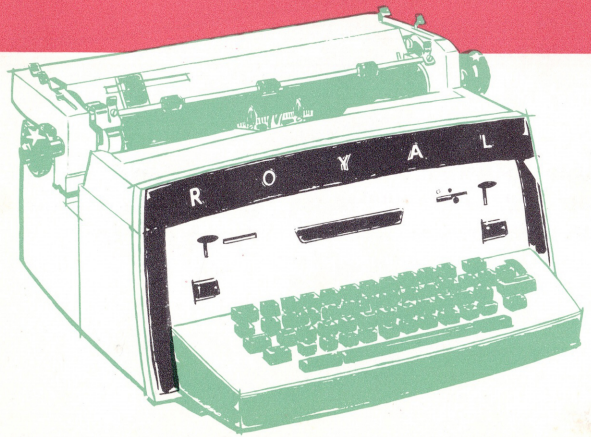


6 CARD FINGERS

These fingers hold material close to the cylinder for clear, sharp impressions. They should be raised when typing on material which does not extend high enough to fit under the paper lock. To raise, simply lift each finger toward the cylinder. To lower, depress each card Finger Release and the fingers will snap out of the way.







the FRONT PANEL

Your typewriter combines a new styling concept with the most complete enclosure found on any typewriter. Notice how this enclosure protects the ribbon tracks, keyboard and carriage ends as well as the front, sides and back of your machine. It also helps to minimize operating noise. This smooth, non-glare finish is impervious to typewriter ink, hectograph and office dirt and dust.

Thus the precision parts of your machine are protected by an exterior that will always stay attractive.

1 TOP PLATE

Royal's new Top Plate effectively seals the top of the operating mechanism. This assures protection to the vital operating parts of your machine. To remove the Top Plate, simply hold it by the opening and lift up. You now have clear access to the inside of your machine for fast ribbon changing and neat type cleaning. To replace, just line up the front and sides of the Top Plate with the typewriter and press down.

2 POWER SWITCH

When this lever is raised the power is on and the indicator shows "red." Turn off the power by pressing the lever down – the indicator will show "black." This switch guards both your fingers and the machine's mechanism by shutting off whenever you raise the Top Plate.

3 TOUCH CONTROL

You can personally adjust the typing touch of your Royal Electric keyboard so it feels "just right" for you. To adjust the touch to your liking you need only move the lever located beneath the Top Plate. Among the five gradations in touch it creates, you'll find the one that gives you just the typing touch you want. If you have been using a manual typewriter, you will probably prefer a firm touch until you become accustomed to the responsive keyboard of the Royal Electric. If you are an experienced electric typist, Touch Control allows you to adjust the touch to permit your smoothest rhythm and greatest typing speed.

4 RIBBON COLOR SELECTOR

Move the lever to black to type on the top portion of the ribbon; and to red for typing on the bottom portion. For stencils, move the lever to white.

5 AUTOMATIC UNDERSCORE AND HYPHEN

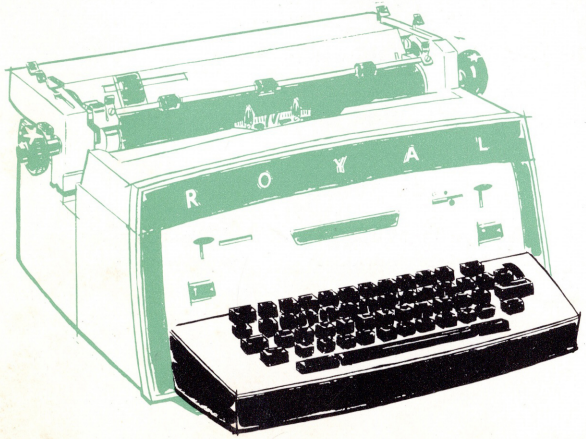
For repeat hyphen simply depress and hold this control. For repeat underscore, lock the shift and then depress and hold this control. Type the single hyphen or underscore by using the regular typing key.

6 TAB SET

To set tabs, move the carriage to the desired position and push the tab set control.

7 TAB CLEAR

To clear a single tab stop, tab to it and push the Tab Clear control. To clear all tabs, tab to the end of the carriage then depress and hold in the Tab Clear control while returning the carriage.



the Royal
ELECTRIC KEYBOARD

The modern keyboard on your Royal Electric brings every keyboard control within easy reach from the home row position. Here at your fingertips is every control needed to provide effortless typing efficiency.

The new double-mold plastic cameo keys will aid you in your typing. They minimize reflection, provide a smooth finger-contact surface and a new safety edging with their pebbled borders.

These new keys, combined with Royal Electric "Touch Control," uniform key dip, cushioned key action and uniform distance between banks, assure you of attaining your greatest typing speed and smoothest rhythm.

1 HALF FORWARD SPACER

This convenient feature enables you to make corrections which require an increase or decrease in the space between words. It may also be used to justify (make even) right margins. See Typing Tips on Page 16.

2 AUTOMATIC BACK SPACER (Optional)

Depress this control firmly and repeat backspacing becomes automatic until you release it. To move back one space at a time simply depress this control with normal pressure.

3 TAB

Simply depress this control to advance to the next tab stop. No need to hold down.

4 MARGIN RELEASE

Permits typing beyond margins without need for resetting them. To type beyond the right margin, type to it, depress the Margin Release and continue typing. To type beyond the left margin, hold down the Margin Release while returning the carriage.

5 COPY CONTROL

This wheel regulates the pressure with which the typebars strike the paper. Rotate to "L" for regular correspondence, to "M" for light manifolding and to "H" for multiple copy work. As a general rule, choose the lightest setting which produces good legible copies.

For best results when typing approximately 8 or more copies, we recommend that you use our special, hard, small diameter cylinder.

6 CARRIAGE RETURN

Positioned right next to the home row where it should be. A light touch of your little finger returns the carriage to the left margin quickly and quietly, thanks to Royal's air-cushioned carriage check. Your carriage is now positioned for the next writing line. (When it's necessary to space the sheet up a substantial distance, use your Automatic Vertical Spacer.)

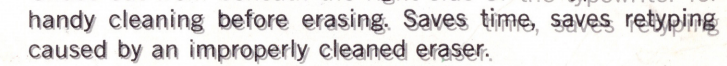
7 AUTOMATIC FORWARD SPACER

Press this control to automatically space horizontally across the paper. For single action spacing, use the space bar.

8 AUTOMATIC VERTICAL SPACER

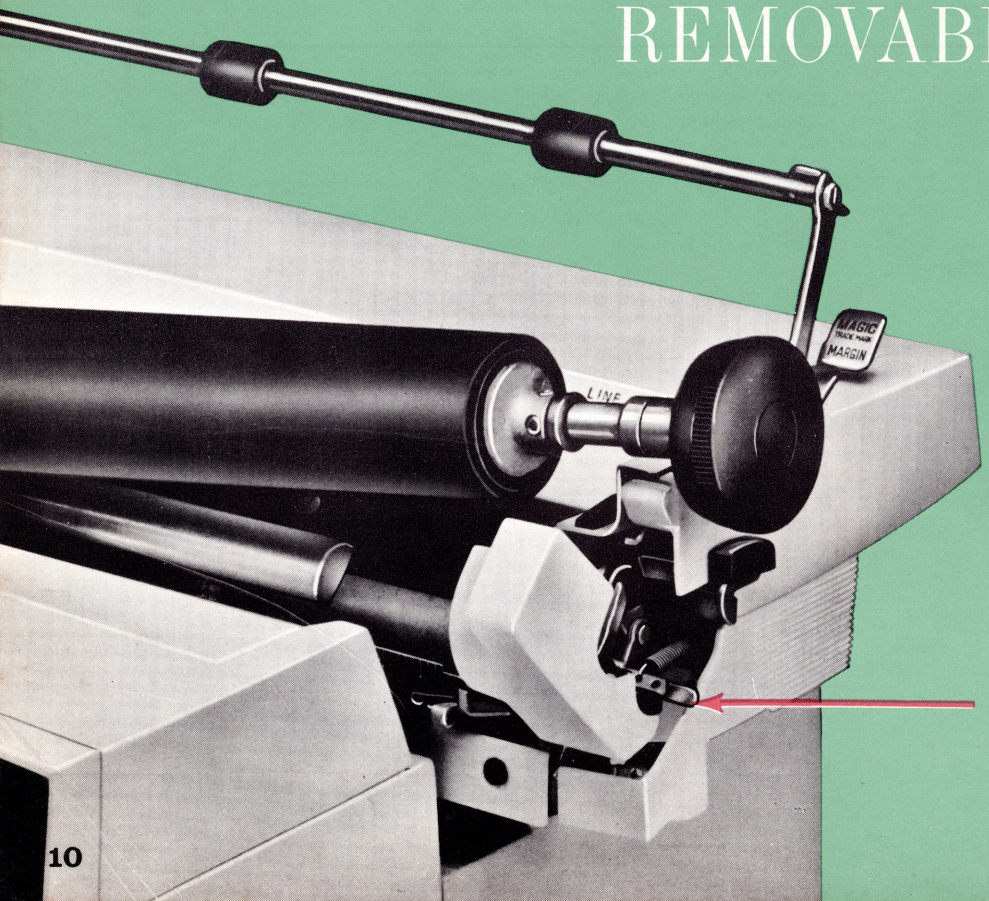
Provides automatic spacing straight down the paper from any point without having to return to the left margin. Depress, and the automatic action continues until you release the control.

9 ERASER CLEANER



Slides out from beneath the right side of the typewriter for handy cleaning before erasing. Saves time, saves retyping caused by an improperly cleaned eraser.

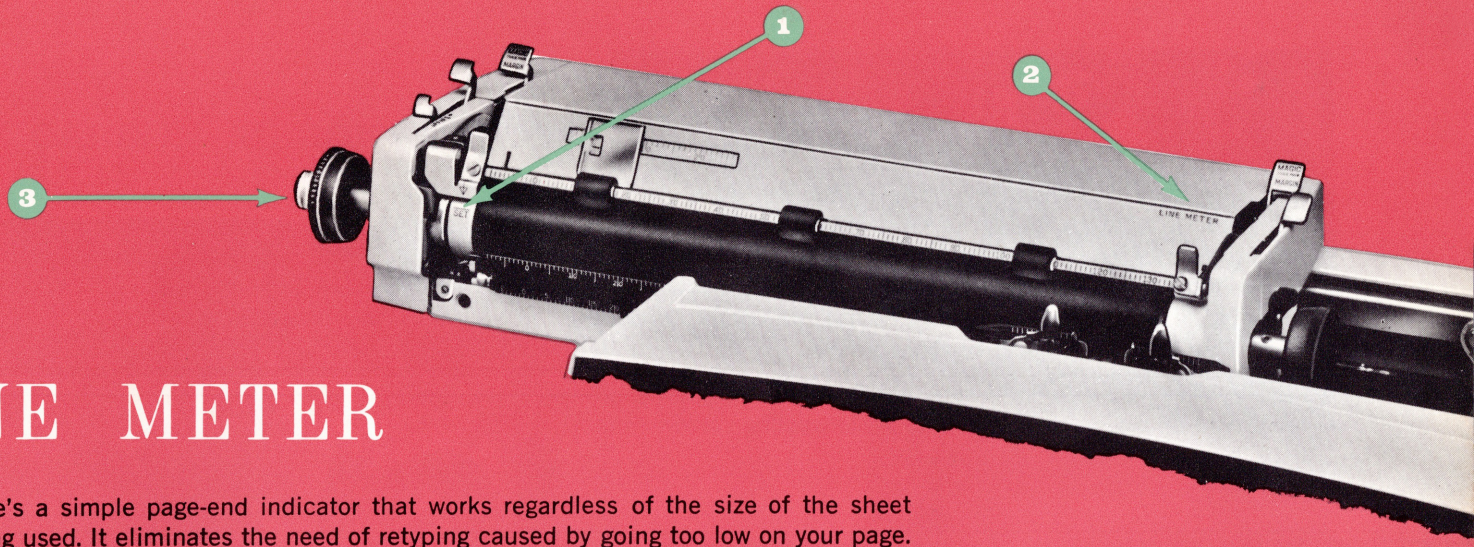
REMOVABLE CYLINDER



The cylinder on your Royal Electric can be removed with one hand. Just move the Cylinder Release Lever forward while lifting upward on the right cylinder knob.

To replace, put the left end of the cylinder in the shell and rotate until it clicks into position. Then press the right cylinder knob to the left and down. It locks automatically and is held rigidly. No chance of faulty spacing or paper slippage. Because it is so easily removable, you can readily clean the cylinder itself or the feed rolls whenever required.

Whenever a large number of carbon copies is required, we recommend that you change to a hard, small diameter cylinder especially designed for this purpose. Your Royal Representative will be glad to check your manifolding requirements and order for you an undercut cylinder that will turn out the carbon copies you require.



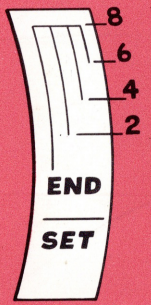
LINE METER

Here's a simple page-end indicator that works regardless of the size of the sheet being used. It eliminates the need of retyping caused by going too low on your page. It also enables you to have an accurate bottom-edge margin that adds to the attractiveness of multi-page typewritten work.

Royal's Line Meter provides a visual warning when approaching the bottom of a sheet. Set it as follows:

1. Roll the sheet into the typewriter until the word "Set" appears under the arrow.
2. Hold in the Variable Line Space button and rotate the sheet so that the bottom edge touches the Line Meter mark on the paper table.
3. Release the Variable Line Space button and return the sheet to your desired typing position.

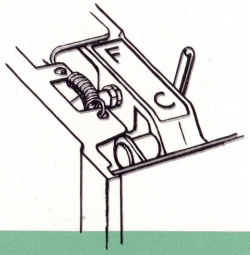
Now as you approach the bottom edge of your sheet, the Line Meter unerringly tells you when you have 8, 6, 4 and 2 lines of typing room left. (See sketch.)



the CARBON RIBBON

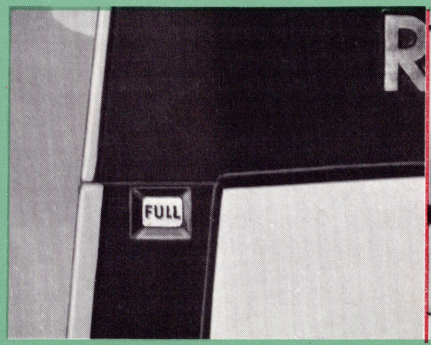
The plastic carbon ribbon on your New Royal produces the best looking typewritten copy you've ever seen. Individual type impressions are jet black and sharp edged giving a print-like look and adding prestige to your work. You'll want to use the carbon ribbon for all executive correspondence, reports and when preparing copy for reproduction.

NOTE: When using carbon ribbon, the Ribbon Drive Lever should be in position "C". When typing stencils, it should be set on position "F" to avoid wasting carbon ribbon.

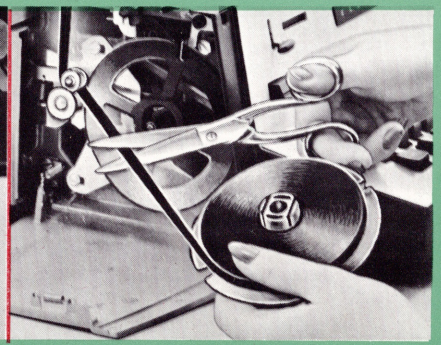


DISCARDING THE USED CARBON RIBBON

A window on the left side of the typewriter indicates when the take-up spool is filled with used carbon ribbon. The spool will fill up twice for each roll of carbon ribbon. Therefore, the first time the spool is filled it is not necessary to go through the entire ribbon change.



1



2

To empty, lower the cover on the left side and remove the outer rim of the take-up spool by pulling to the left. Break or cut the ribbon about 5 inches from the pressure rollers. Hold the spool upside down over a basket and the ribbon will fall off the spool. Engage the end of the remaining ribbon in the slot of the take-up spool, replace spool, close side cover. You're now ready for typing. (see 3 on next page)

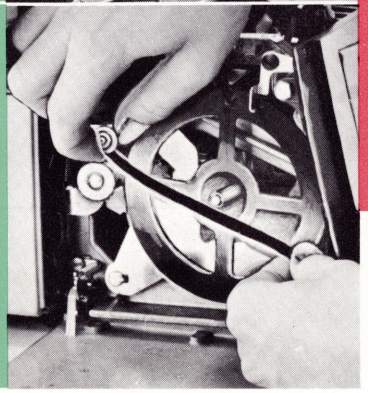
COMPLETE CARBON RIBBON CHANGE

1

Remove top plate, lower flaps and discard used ribbon. Place a new roll of carbon ribbon on the right side and thread the ribbon as illustrated. Note that the carbon surface should always face away from you.

2

Lift the pressure roller and place the ribbon under it as illustrated.

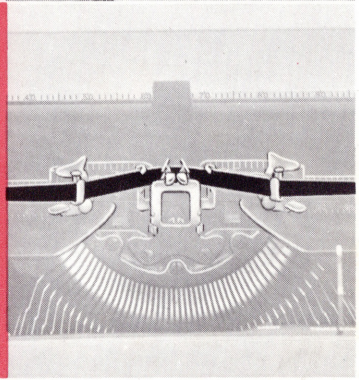


3

Place the end portion of the ribbon in a slot in the take-up spool. Press the spool in place while slowly twisting clockwise.

4

Open the ribbon carrier by pressing the two finger pieces together and drop in the ribbon. Replace top plate and flaps. Depress the space bar several times to take-up ribbon slack and to properly seat the ribbon in the carrier. The first type strike will automatically close the carrier.



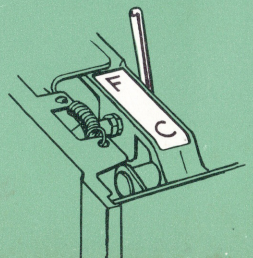
the FABRIC RIBBON

The Royal Electric comes equipped with a fabric ribbon as well as a carbon ribbon. This puts real flexibility – and economy – at your fingertips.

You can use the fabric ribbon for routine typing and billing. You'll want to use it for all heavy manifolding. With the Roytype fabric ribbon on your machine you can produce 8, 10, or more carbon copies without spoiling the appearance of the original. This is because the thinness of this ribbon permits the needed carbon transference without requiring extra pressure on your original copy.

A great variety of fabric ribbons is available for special typing applications. Your Roytype Typewriter Supplies Representative is always available for expert advice on your ribbon requirements. Take advantage of his "know how."

NOTE: When using the fabric ribbon, your Ribbon Drive Lever should be in position "F".

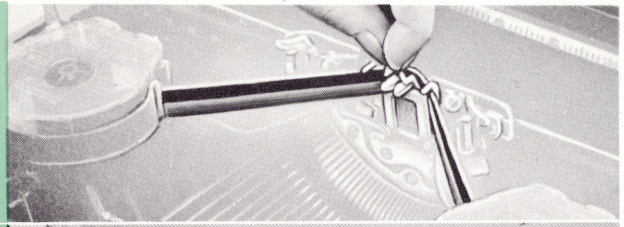


CHANGING THE FABRIC RIBBON

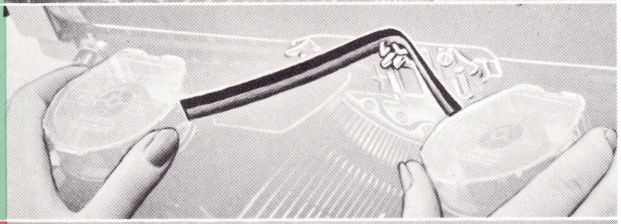
The fabric ribbon on your new Royal is the patented Twin-Pak . . . the ribbon your fingers never touch. No muss. No fuss. You change your ribbon in seconds.

To change your Twin-Pak ribbon, lock the shift, remove the Top Plate and follow these simple steps:

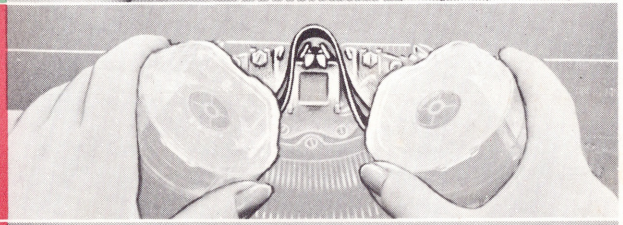
1. Open the Twin-Pak ribbon carrier by pressing the two finger pieces together.



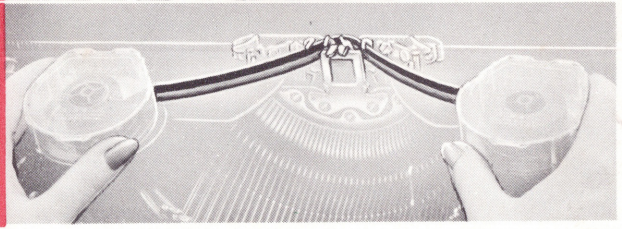
2. Lift out and discard both plastic ribbon cartridges.

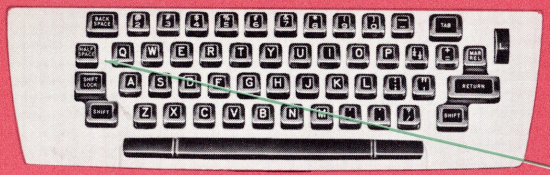


3. Hold the new ribbon cartridges with the round side toward you, separate and draw them apart about 4 inches so that a short loop of ribbon forms. Drop the loop into the ribbon carrier.



4. Pull the cartridges toward you about 2 inches and then place them in the cartridge holders. Your ribbon change is finished. The first type strike will automatically close the ribbon carrier.



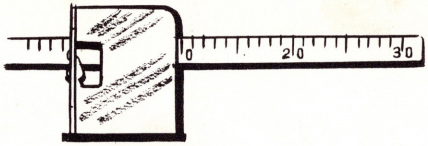


TYPING TIPS

MAKING CORRECTIONS

With the Half Forward Spacer, you can now make corrections which will eliminate the need for retyping many a letter. It truly simplifies correcting errors which require an increase or decrease in the spacing between words. Use this real time saver to full advantage.

	TO ADD A LETTER	TO REMOVE A LETTER	TO ADD A SPACE
MISTAKE	It wil be done.	It willw be done.	It willbe done.
CORRECTION	It will be done.	It will be done.	It will be done.
PROCEDURE	Erase "wil" and move carriage to "t". Strike the space bar once and hold down the half space key while striking "w". Release half space key and then hold it down while striking "i". Repeat procedure until entire word is typed.	Erase "willw" and move carriage to "t". Strike the space bar twice and hold down the half space key while striking "w". Release half space key and then hold it down while striking "i". Repeat procedure until entire word is typed.	Erase "be" and move carriage to the last "l". Strike the space bar once and hold down the half space key while striking the "b". Release the half space key and then hold it down while striking the "e". Note that you could have retyped "will" but it is easier to correct the shortest word.



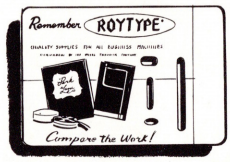
USING THE SCALES

For most typing it is best to set the paper guide at zero. The left edge of your paper will line up with zero on all of the typewriter scales. Then, you may take advantage of the following short cuts:

To find the center of the paper, read the position of the right edge, divide by two and that is the position of the center.

To center a heading, position the carriage at the center of the paper and back space once for every two characters or spaces in the heading.

Setting even margins is easy. First, set the left margin and read its position at the printing point indicator. Now, subtract that amount from the position of the right edge of the paper and set the right margin.



ERASING

Here are several tips on erasing which you should find useful:

An eraser shield is included in your typing kit. Use it to frame the areas being erased to avoid erasing adjacent letters. To be certain your eraser is always clean, use the handy eraser cleaner right on your Royal Electric.

White chalk or a white pencil is often useful for restoring the erased area to its original appearance.

Sometimes it is necessary to make a correction on a sheet which has already been removed from the typewriter. In this case, erase the error, place a thin onion skin or copy sheet over the sheet to be corrected and insert both in the typewriter. Use the writing line scale to adjust the sheets so that the new typing is aligned with the previous typing. Type the correction on the thin sheet and observe whether it is accurately positioned with the rest of the typing which shows through the thin paper. Make any slight adjustment which may be necessary. Then, roll up the sheets about an inch, tear off the thin sheet, roll back and type the correction.

For cleaner erasures – apply Roytype plastic type cleaner first to absorb excess ink and then erase as usual.

correct
POSTURE FOR ELECTRIC TYPING

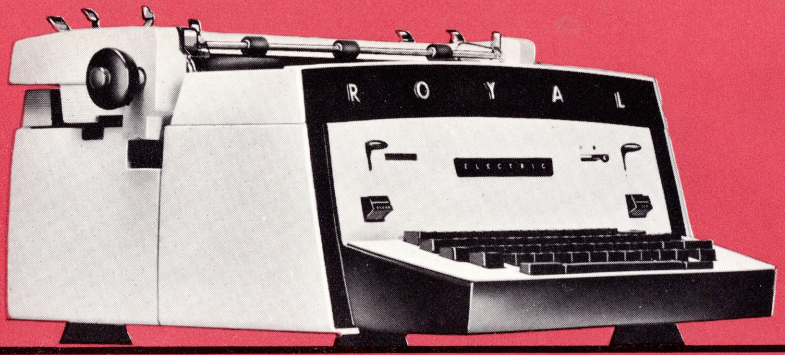
Your Royal Electric was designed for true typing ease. Its keyboard height permits you to adopt the correct wrist and arm position for electric typing while still allowing comfortable knee clearance under the desk.

The picture on the left illustrates correct posture. Try to imitate it. These few suggestions for Posture and Touch should help you attain the maximum speed and typing comfort from your Royal Electric.

Adjust your chair height so that when you are positioned at the typewriter, your hands and forearms slope gently downward to conform with the slight slope of the keyboard itself. (For the precision minded, there should be a 14° slope from fingers to elbow.) Sit erect but relaxed with your back actually resting against the backrest of your chair.

Fingers should curve downward slightly from the knuckles in a "pointing" position and should be suspended just barely above the guide keys.

From this "pointing" position your fingers should play the keys rather than strike them. Merely bring the fingers down gently from their "pointing" position and use the cushion of your fingers to tap or play the keys. The responsive keyboard on your Royal Electric will do most of the work for you, so remember, no need to strike or pound the keys, just "play" them.



CARE of your typewriter

Your new Royal Electric will look "like new" and produce beautiful work for many years if you heed the following advice:

ERASER GRIT

Never erase directly over the printing point. Always move the carriage to one side so that eraser grit is collected by the shields on either side of the printing point. At the end of each day remove the top cover and brush eraser grit from the shields and carriage rails. Start at the center and brush toward the sides of the typewriter.

If eraser grit is on the typebars and slots, remove it by brushing from the slots toward the type face. This prevents grit from lodging in the slots.

DUST COVER

At the end of each day cover your typewriter with the Royal dust cover. This will protect the machine from dust which is most prevalent during "off" hours, when the office is cleaned.

CLEANING TYPE

Type should be cleaned frequently to insure crisp, clear impressions. We recommend Roytype Plastic Type Cleaner. Press the cleaner firmly against the type but do not use excessive pressure. When the putty-like cleaner is pulled away from the type, it removes the dirt. For extremely stubborn cases also use the stiff brush furnished in the typing kit.

PAPER FEED

If the cylinder, feed rolls or bail rolls become dirty, they will put smudges on the paper. To clean these parts, remove the cylinder and wipe all rollers with a cloth moistened with Roytype Liquid Cleaner. Clean the cylinder before reinserting.

At the end of each day it is a good practice to pull the Paper Release lever forward so that the rubber feed rolls do not tend to develop flat surfaces.

TYPEWRITER FINISH

The smooth finish of your Royal is highly resistant to dirt and wear. It may easily be cleaned and restored to new by wiping with a damp cloth.

PREVENTIVE MAINTENANCE

By placing your typewriter under Royal's Maintenance Agreement it will be maintained in good operating condition. Under the terms of this Agreement a factory-trained Service Representative will clean, oil and adjust your typewriter every four months. At no extra charge he will also replace parts that are worn or broken through normal usage (with the exception of rubber parts and external electrical fixtures) and take care of any service calls necessary between inspections.

ROYTYPE TYPEWRITER RIBBONS

FABRIC RIBBON

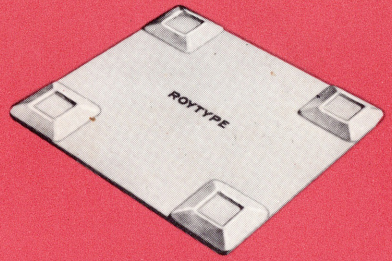
For your electric typewriter to function properly expendable supplies must be perfectly adapted to the machine's basic operation. For your typewriter to produce highest quality originals the proper fabric ribbon must be inked to a degree that is consistent with the type size and style of your machine.

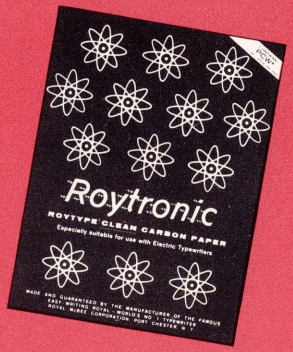
Roytype fabric ribbons are available in famous Twin-Pak or on regular metal spool.

CARBON RIBBON

The Roytype M-1200 Carbon Ribbon, installed at the Factory on your new Royal Electric Typewriter, is made of extremely durable plastic film. Because of the toughness of this material, you need never worry about breakage of the carbon ribbon while typing. Each successive character typed, strikes a completely unused spot on the carbon ribbon, assuring the most even impression obtainable.

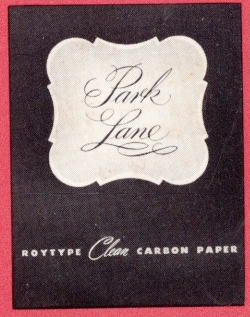
The Roytype Supplies Department of Royal McBee Corporation manufactures a complete line of quality typewriter supplies. Your Roytype Supplies Representative will be pleased to help you to choose those supplies which will give you the finest work from your new Royal Electric Typewriter. He will also explain the economy of purchasing Roytype money-saving discount books.

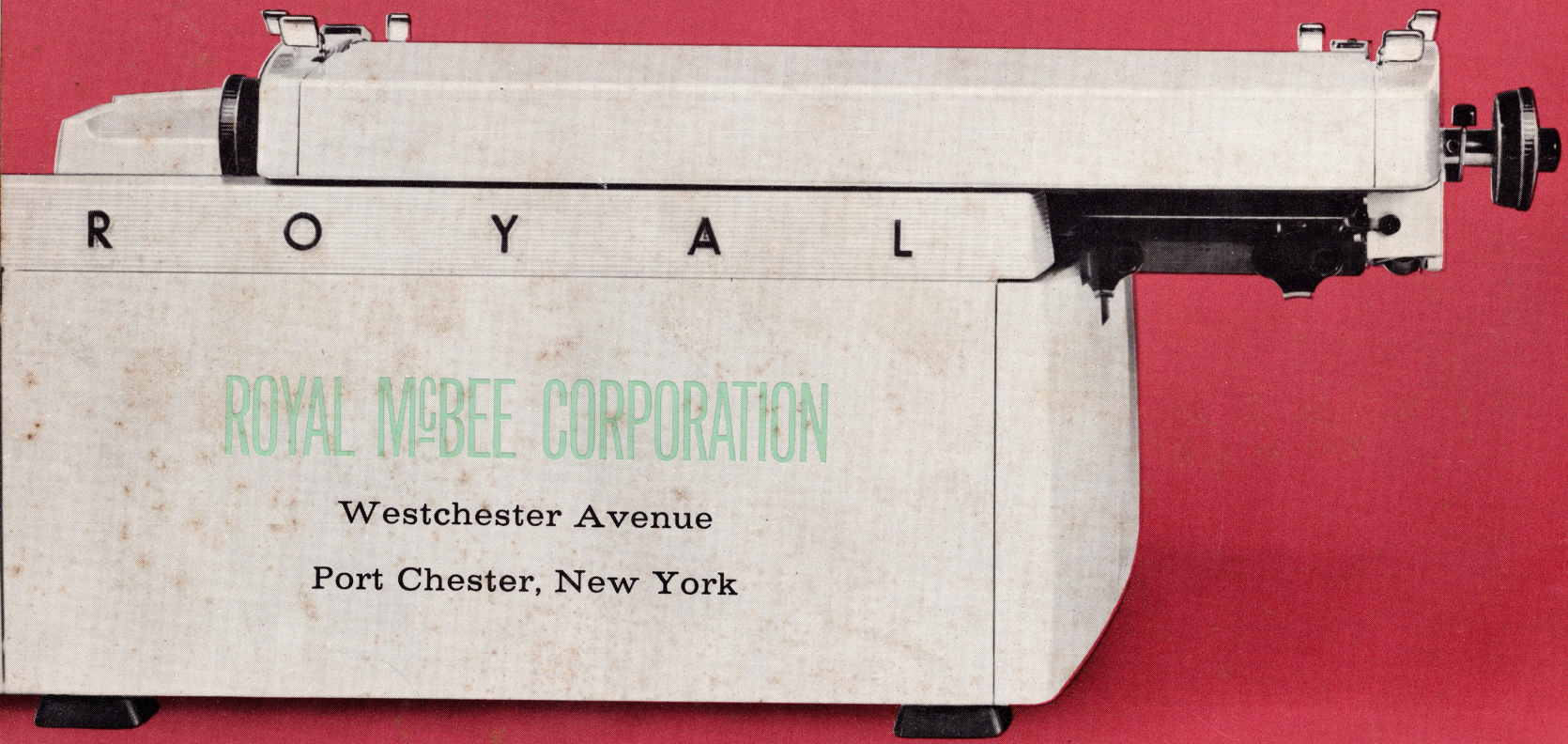




ROYTYPE

Mr. Roytype represents your Roytype business supply salesman. He is qualified to aid you in the selection of quality supplies to suit your own individual equipment. He is as close as your nearest Royal McBee Office.





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